dp e-learning user manual

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A Important information

1 Is my computer configured correctly?

In order to get the most out of the language program, your computer should meet the following requirements:

- Windows 2000, XP or Vista
- Loudspeakers or headphones

2 Ending the program

You have various possibilities to close your language program:

- Press the **Alt+F4** key combination.
- Click on the red cross in the top right corner of the exercise window.

However you end the program, the software marks your position in the course.

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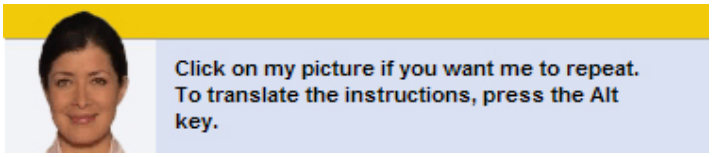
B Navigating through your language course

1 The exercise window

The exercise window is divided into two parts:

- Your course content is administered on the left-hand side. Here you can see which units you have already worked on, your results and what remains to be done.
- On the right-hand side you can work on the exercises with the help of the video tutor.
- As you can see, the same units appear on both sides. You can click either on the symbol or the text in the right-hand side or on the text in the left-hand side.

To solve an exercise, read the instructions next to the video tutor. Press the **ALT** key to see a translation (this function is not available in the English course).



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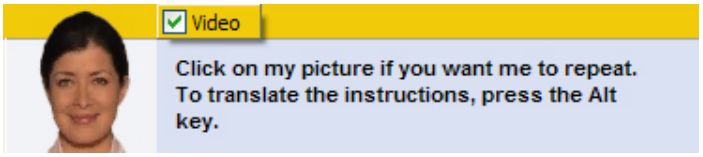
To turn the video tutor off, move your mouse to his/her picture and click on the green check which appears. To turn the video tutor on again, simply click on the box to activate the video tutor.



2 Navigating the program with the mouse

You can also navigate through the program using the mouse.

- In order to scroll through the various elements of the course (photo stories, exercises, tests) use the arrows in the top right corner of the menu bar. The number between the two arrows lets you know which screen you are on and how many screens there are in the unit in total.

- In order to go back to the course overview, click on the text in the menu bar which is located in the top right corner of the screen frame (the current unit is always shown here, for example: “How’s it spelled?”)
- The left side of the exercise window contains an overview of all available course content. The overview works like a folder in Windows Explorer. You can hide and display the overview with the plus and minus symbols. Clicking on the course units or elements in the overview will display them in the exercise window.

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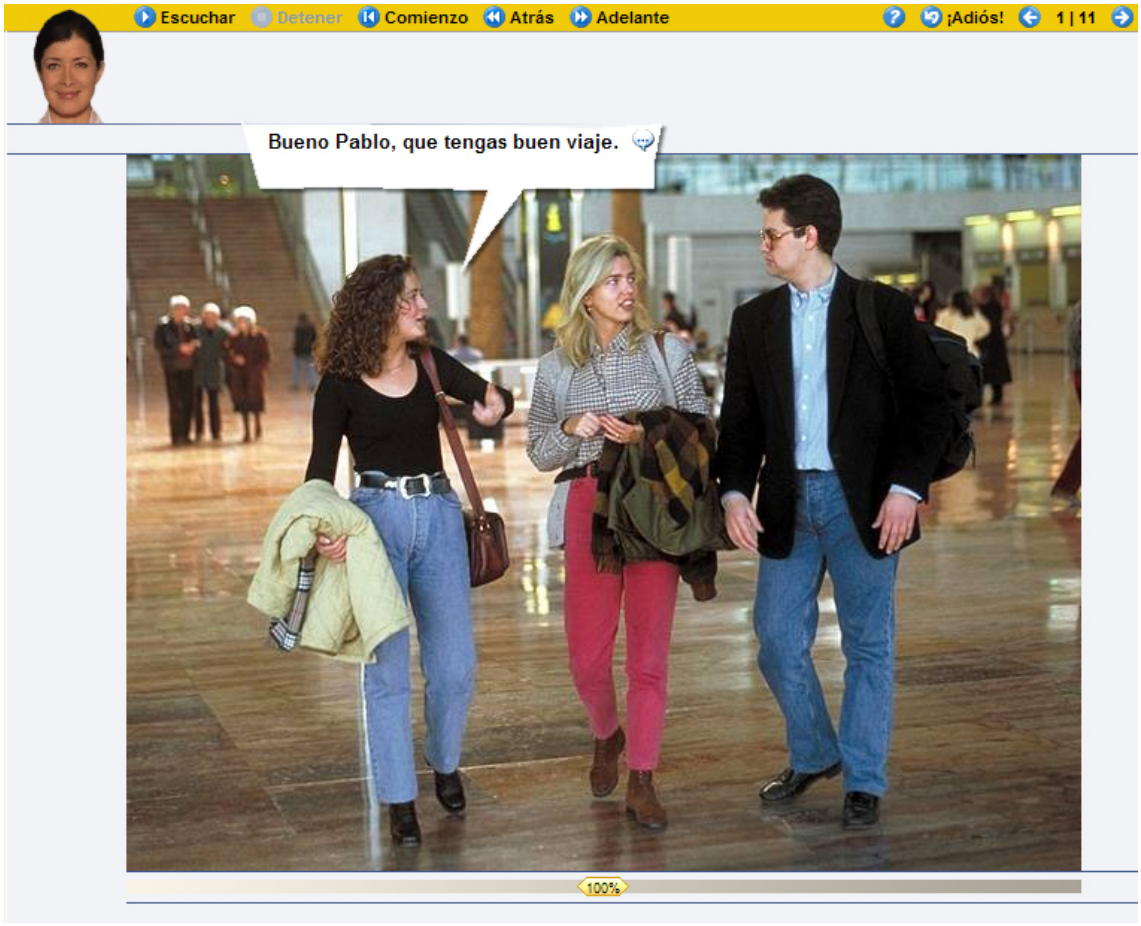
C The photo stories

Many units in the course begin with a photo story which sets the context for the exercises that follow. While working with a photo story you can practice text and listening comprehension, as well as your pronunciation.



When selecting a photo story to work with, the program will ask you if you want to pre-load the photo story. By choosing **Yes**, the pictures from the photo story will be saved up front, allowing smooth functioning of the photo story for users working with a slower Internet connection. Should you have a high-speed Internet connection, pre-loading the pictures is not necessary.

1 Learning with the photo story

- Start the photo story and listen closely. First, watch and listen to the complete story.
- Go back to the beginning of the photo story and start it again. Pay particular attention to the parts that you might not have understood the first time through.
- Listen to the photo story step by step. Click on the dialog bubble when you want the speaker to repeat what was said. Press the **Alt** key in order to see a translation (this function is not available in the English course).
- Now you can hide the text and listen to the entire photo story. Did you understand everything?

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2 The photo story control panel

starts the playback (sound and picture)

stops the playback (sound and picture)

goes to the next picture

goes back one picture

goes back to the beginning of the photo story

To reduce the speed of the speakers, drag the yellow regulator to the left with the mouse. To increase the speed, drag the regulator to the right. Double click on the regulator to hear the “normal“ talking speed (100%) again.

hides the text in the dialog bubble

reinserts the text in the dialog bubble

Alt The **Alt** key translates the text in the dialog bubble as well as the functions in the menu bar (this function is not available in the English course).

Click on the dialog bubble to hear the text again.

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D The exercises

To optimally practice all language skills, and to ensure that the learning process does not become boring, the software contains a wide variety of exercises.

1 How do you complete an exercise?

The exercises have a variety of functions and offer various kinds of help. To benefit most from the course, please complete the exercises in the manner described below.

Instructions

- Listen to the video tutor's instructions. Click on the video tutor to hear the instructions again.
- Read the instructions next to the video tutor. You can also press the **ALT** key here to see a translation (this function is not available in the English course).

Some exercises appear already solved. This is so that you can see the answers in advance. You can recognize these exercises by the instructions and by the mouse pointer. As soon as you click on any part of the exercise, it will become active (for example, gaps will appear or words in sentences will be mixed up).

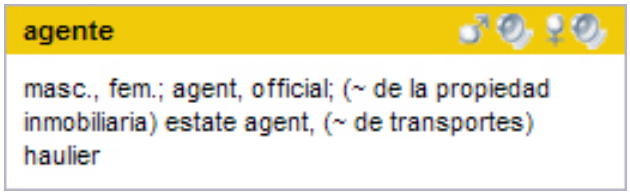
Some exercises can only be solved after listening to one or several texts. Look for the loudspeaker symbol and follow the instructions given.

Completing the exercise

First, try to complete the exercise without any additional help. You can click on **Correction** to see how close you are to completing the exercise with a score of 100%.

Dictionary (this function is not available in the English course)

You can view a translation of every word in every exercise by right-clicking on the word. Words which, when combined, stand for one idea or name e.g. “New York”, are handled as one dictionary entry. You can also listen to a recording of every word pronounced by a man and a woman. Just click on the loudspeakers beside the male and female symbols in the dictionary window. For English courses, an additional choice is provided to listen to the American or British pronunciation of a word. Links to the root or singular forms of dictionary entries are shown in blue – with one click on the blue marking these additional forms appear.



Grammar explanations

Short grammar explanations are provided, when necessary, to help you solve the exercise. Additional relevant grammatical information may also be viewed by clicking on the blue links provided.

Correction

Click on **Correction** in the menu bar at the top of the exercise window.

- In many types of exercise (for example, Fill-the-gap exercises) the program will identify errors and provide you with a hint to help you to correct your own mistakes. We recommend proceeding step by step, first by reading the error messages, then correcting the errors, and finally by clicking on **Correction** to correct any remaining errors.

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- The exercise has been solved correctly when all of the gaps are filled and there are no words flashing anymore.

Answer key

Click on **Solution** in the menu bar of the exercise window, and the program will provide you with the solutions to an exercise.

- Always try to solve the exercise without looking at the solution. If you find the exercise difficult, try correcting it several times as you work through it. Remember, you may also consult the integrated dictionary (this function is not available in the English course) and grammar explanations as you go along.

Every exercise also serves as language laboratory

As soon as you solve an exercise correctly, you can use it a second time to practice your listening skills. To find out exactly how this works, see additional functions: **Listening comprehension exercise**.

Exercise results

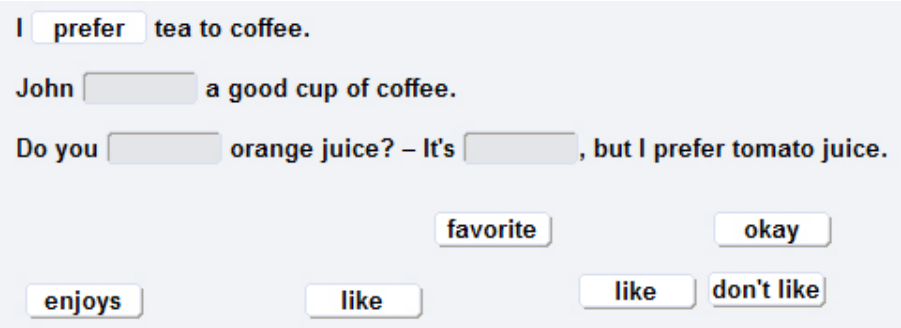
- On the left-hand side of the exercise window, you will see the results of the exercises you have just worked on:

red symbol	0 to 49% ~ poor
yellow symbol	50 to 79% ~ average / good
green symbol	80 to 100% ~ good / very good

Moving on to the next exercise

- You can move on to the next exercise
  - by clicking on the arrow button in the menu bar,
  - by clicking on the next exercise in the left-hand side.

2 Drag and drop exercises



Move the cursor over one of the possible solutions. Hold down the left mouse button and drag the solution to the correct gap. When you have dragged the solution into the gap, it “locks” in place and you can release the mouse button.

- Correction: Any words or phrases that have been moved into the wrong gap will fall to the bottom of the window.

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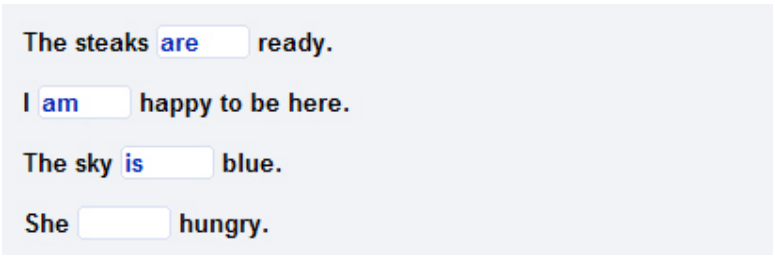
3 Fill-in-the-gap



Click on the gap and type in the correct solution. You can move on to the next gap by moving the cursor or by pressing the **Return** or **Tab** key.

Correction: Any wrong answers will begin to flash. If you move the cursor to the flashing word, you will see an error message which will point you in the right direction. To see a translation of the error message, hold down the **Alt** key (this function is not available in the English course). When you correct your mistakes, you should proceed step by step:

- Click on **Correction**.
- Drag the cursor over the errors and read the error messages.
- Try to correct the errors.
- Click on **Correction** again and repeat the process until nothing flashes.

Entering special characters

In order to enter special characters that are not on your keyboard (for example the **ç** in the French program), press down **Ctrl**. At the same time press the hidden function key with the special character (for example, an accent) and can then type in the desired letter.

For example, **ç**: hold down **Ctrl,** press **F6** and then type **c**.

4 Fill-in-the-gap with alternatives

The concert begins at 8.00.
Her birthday is in June.
Would you like to come to a party on Tuesday?
The concert is in Wednesday.
Lunch is 1.00.

These exercises are particularly easy to identify: Unlike in the regular Fill-in-the-gap exercises, the gaps here are not white in color. Additionally, the form of the cursor changes: It appears as two arrows forming a circle. To complete the exercise, click on a gap until you see the correct answer.

Correction: The wrong answers will begin to flash. If you move the cursor to the flashing word, you will see an error message which will point you in the right direction. To see a translation of the error message, hold down the **Alt** key (this function is not available in the English course). When you correct your mistakes, you should proceed step by step:

- Click on **Correction**.
- Place the cursor over the errors and read the error messages.
- Correct the errors.

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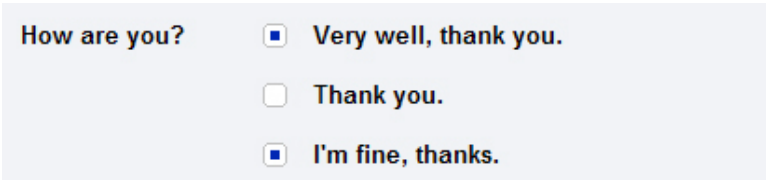
- Click on **Correction** again and repeat the process until nothing flashes.

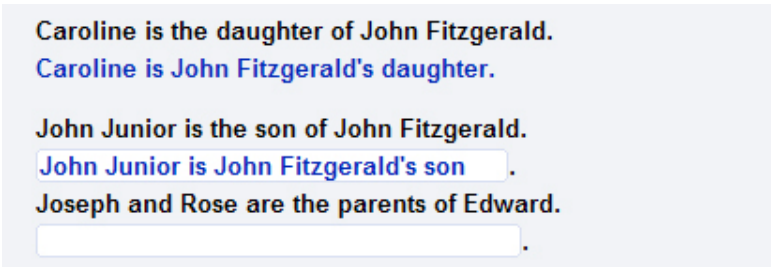
5 Multiple choice exercises



Click on the box next to the correct answer (the box will be marked with a blue spot). There may be more than one correct answer per question.

Correction: The wrong answers will blink.

6 Answer exercises


Caroline is the daughter of John Fitzgerald.
Caroline is John Fitzgerald's daughter.
John Junior is the son of John Fitzgerald.
John Junior is John Fitzgerald's son .
Joseph and Rose are the parents of Edward.
.

Click in the blanks and type in the correct words to complete the sentence using your keyboard. You can move to the next blank by pressing the **Return** or **Tab** key.

Correction: The wrong entries will blink. When you place the mouse cursor over the blinking word, you will see specific correction hints. When you correct your mistakes, you should go step by step:

- Select **Correction**.
- Place the cursor over the errors and read the error messages.
- Correct the error.
- Select **Correction** again and repeat the process until nothing flashes.

7 Scrambled sentences

Houston is not in Arizona .
. Arizona is not West Coast on the
is not the capital of Arizona . San Antonio
small a city not Phoenix . is
not the capital Tucson of the . is United States of America

To move a word, hold down the left mouse key and drag the word to its correct position. The new position is indicated by a blue insert mark. When the insert mark is in the correct position, you can release the mouse. Do the same for all subsequent words until you have arranged all the words correctly.

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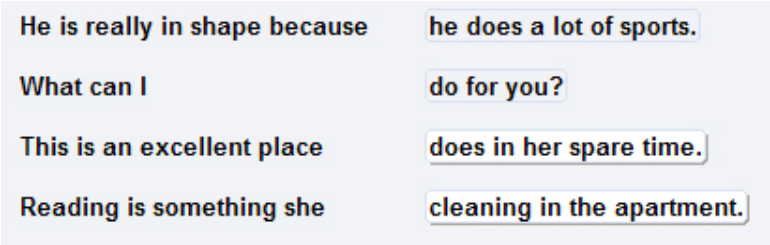
Correction: Words which are in the wrong position stay white and remain moveable. The exercise has been solved correctly when the words are no longer white.

8 Scrambled tables


He is really in shape because
he does a lot of sports.
What can I
do for you?
This is an excellent place
does in her spare time.
Reading is something she
cleaning in the apartment.

To move a word or sentence part, hold down the left mouse button and drag it to the correct position. The new position is indicated by a blue insert mark. When the insert mark is in the correct position, you can release the mouse button.

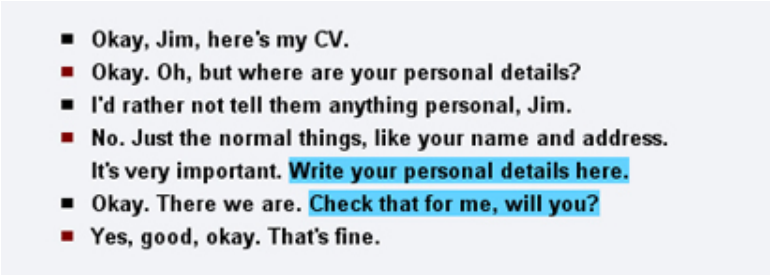
Correction: Items which are in the wrong position stay white and remain moveable. The exercise has been solved correctly when all of the words remain fixed in position.

9 Picture choice exercises

To move a picture, hold down the left mouse button and drag the picture into the correct gap. When you have dragged the picture into the gap, it locks in place and you can release the mouse.

Correction: Pictures in the wrong position will fall to the bottom of the window. The exercise has been solved correctly when all pictures remain fixed in position.

10 Textmark exercises


Okay, Jim, here's my CV.
Okay. Oh, but where are your personal details?
I'd rather not tell them anything personal, Jim.
No. Just the normal things, like your name and address.
It's very important. Write your personal details here.
Okay. There we are. Check that for me, will you?
Yes, good, okay. That's fine.

To mark a word or sentence, just click on it. Click on the word or sentence a second time to de-select it.

Correction: Any incorrect words or sentences, including those which should have been marked, but weren't, will begin to flash.

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11 Additional function: listening comprehension exercises

If you have correctly solved an exercise (you have clicked on **Correction** and nothing more flashes, or you have clicked on **Solution**) and the cursor displays a loudspeaker symbol, this is a sign that you should practice your listening comprehension. Click on the text to hear it .

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F Content and results

Use the overview on the left-hand side of the exercise window to:

- see an overview of the course content
- see your results
- navigate through the content

All information about your learning progress is saved in the overview on the left side of the exercise window. Here you can see exactly what you have already completed, the score that you have received and what is next.

Column heading	Description
Contents	Here you can find from top to bottom all learning elements.
Results	Shows the score after the last correction (X% correctly solved).

- Results are given in percentages:
  red symbol 0 to 49% ~ poor
  yellow symbol 50 to 79% ~ average / good
  green symbol 80 to 100% ~ good / very good
- The results for each folder is the average score for all exercises.
- A score of 100% can only be achieved for a folder if all the elements within have been completed with a result of 100%. Thus, the cumulative score will be relatively low until all the elements of a folder have been completed.

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